

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Table of Contents

Overview	3
Introduction	3
Screens	3
Purpose	3
On-line Access	4
Security	4
Screen Functions	4
Appropriation File Inquiry	6
Purpose	6
Accessing	6
Screen Format	6
Screen Functions	6
Entry Key	6
Screen Element Description	7
Inquiry Procedures	8
Cash Control File Inquiry	9
Purpose	9
Accessing	9
Screen Format	9
Screen Functions	9
Entry Key	9
Screen Element Description	10
Inquiry Procedures	11
Document File Inquiry	12
Purpose	12
Accessing	12
Screen Format	12
Screen Functions	12
Entry Key	12
Screen Element Description	13
Inquiry Procedures	13
Vendor Payment File Inquiry	14
Purpose	14
Accessing	14
Screen Format	14
Screen Functions	14
Entry Key	14
Screen Element Description	15
Inquiry Procedures	16

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Table of Contents, Continued

Vendor Payment Display	18
Purpose.....	18
Accessing	18
Screen Format	18
Screen Functions	18
Entry Key	18
Screen Element Description.....	19
Inquiry Procedures	19
Contacts	20
DOA Contact	20

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Overview

Introduction The Commonwealth Accounting and Reporting System (CARS) provides up-to-date financial information through financial inquiry to the online user. The financial inquiry subsystem allows the user to inquire upon four of the system's master files. This provides the user with financial information that has been successfully posted in CARS as of the last CARS edit/update cycle.

Screens The **APPROPRIATION FILE INQUIRY** screen provides appropriation status concerning an agency's expenditures compared to allotment and appropriation balances. See “*Appropriation File Inquiry*” for a complete discussion.

The **CASH CONTROL FILE INQUIRY** screen displays available cash balances for agencies and funds. See “*Cash Control File Inquiry*” for a complete discussion.

The **DOCUMENT FILE INQUIRY** screen allows an agency to track specific document balances, such as travel advances from creation through final liquidation. See “*Document File Inquiry*” for a complete discussion.

The **VENDOR PAYMENT FILE AND VENDOR PAYMENTS DISPLAY INQUIRY** screens expedite vendor payment inquiries by allowing agencies to inquire on transactions pertaining to a specific agency vendor. See “*Vendor Payment File Inquiry*” and “*Vendor Payment Display*” for a complete discussion.

Purpose The primary purpose of the CARS financial inquiry subsystem is to provide the online user with timely financial information.

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Overview, Continued

On-line Access Financial Inquiry is provided by the following functions on the CARS Master Menu:

- 61 — Appropriations
 - 62 — Cash Control
 - 63 — Document
 - 65 — Vendor Payment Detail
 - 66 — Vendor Payment Display
-

Security Access to the Financial Inquiry Subsystem is based upon security authorization established for the user ID in the CARS Security Table. If a user attempts to access a function and he/she does not have security clearance, a "Z11 - SECURITY VIOLATION" message will appear on the terminal screen. A user can only inquire upon those agencies defined as access agencies for that user ID on the Security Table. All other inquiries will result in a "Z11 – SECURITY VIOLATION" message.

Screen Functions All CARS Financial Inquiry screens allow the user to perform four basic functions as follows:

- S** = **START READ**, CARS will read and display the financial records beginning with the information requested.
- N** = **NEXT RECORD**, CARS will read and display the next record on the system based on what is currently displayed.
- C** = **CLEAR SCREEN**, CARS will clear the screen of all financial data but prompt will remain.
- PF13** = Return to the master menu.

When an entry key is entered, the **START READ** function displays the item requested. If no key is entered, the first CARS record the user has security access to displays.

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO. 70245
Function No. 70200 —CARS	TOPIC FINANCIAL INQUIRY
	DATE September 1999

Overview, Continued

NEXT RECORD function instructs the system to display the next record to which the user has security access, based upon what is currently displayed in the entry key on the inquiry screen. This provides the user with the ability to page/scroll through the records.

CLEAR function instructs the system to clear the entry key and financial information from the screen so the user may perform another inquiry based on a different set of key elements. Prompts and captions remain on the screen.

PF13 or MENU function instructs the system to return to the Master Menu so other system functions can be performed.

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Appropriation File Inquiry

Purpose The APPROPRIATION FILE INQUIRY screen provides the ability to obtain summary level financial information concerning appropriations, allotments, and expenditures as of the last update cycle.

Accessing Access the APPROPRIATION FILE INQUIRY screen by entering function '61' on the CARS Master Menu, and depressing the Enter key.

Screen Format

```

ACTL0610                                C A R S - APPROPRIATION FILE INQUIRY                                S610

      ENTER FUNCTION:      (S=START READ, N=NEXT PAGE, C=CLEAR,   PF13=MENU)

AGY:      FUND:      FFY:      PGM      PROJECT:

      CLOSE DATE:      OVER EXPEND DATE:

      CURRENT MONTH      PRIOR MONTH      PRIOR YEAR

APPROPRIATIONS:
TRANSFERS:
REVERSIONS:
RESTRICTIONS:
  NET APPROPRIATIONS:
ALLOTMENTS
ENCUMBRANCES
EXPEDITURES
  AVAIL ALLOT BALANCE:
  AVAIL APPN BALANCE:
REVENUES:

```

Screen Functions Refer to “Screen Functions.”

Entry Key The APPROPRIATION FILE INQUIRY screen allows the user to inquire upon information by AGENCY, FUND, FFY, PGM, AND PROJECT (key elements). To inquire upon the data, enter all of the key elements or only selected key elements. If a partial key element is entered, enter field data on the screen without omission from left to right (left justified).

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Appropriation File Inquiry, Continued

Screen Element Description

Element	Description
Appropriations	Financial balance indicating appropriation amount of the specified program/project. Includes reappropriations, subsequent Executive Appropriations, subsequent legislative Appropriations, and Deficit Appropriations.
Transfers	Appropriation amounts transferred into or out of a particular appropriations account
Reversions	Defines amounts reverted into the General Fund for appropriations with an unexpended balance or an appropriation that is negated by the General Assembly.
Restrictions	Appropriation amount which has been legally withheld from the allotment process.
Net Appropriations	Balance of the appropriation after transfers, reversions, and restrictions.
Allotment	Amount of appropriation approved for expending during a particular fiscal period.
Encumbrances	Financial balance which reflects the outstanding obligations for that account. (Not currently used.)
Expenditures	Cumulative expenditures recorded against an appropriations record.
Available Allotment Balance	Balance of the allotment less expenditures.
Available Appropriation Balance	Balance of appropriations after expenditures.
Revenues	Revenues for a fiscal period. (Not currently used.)

Once the key elements are entered, the Appropriation File Inquiry Screen displays financial information from various accumulators in the Appropriation File for the current month (CM-0), the prior month (CM-1), and the prior year (PY-0). Only Capital Outlay project balances are available.

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Appropriation File Inquiry, Continued

The current month field represents financial amounts from the beginning of the year through the last Input Edit Update Cycle. The prior month field represents financial amounts from the beginning of the year through the end of the last fiscal month. The prior year field represents financial amounts from the beginning of the prior year through the end of the prior year.

Inquiry Procedures

The key elements are the only fields that you can enter. The remaining elements are for information only and are displayed for the specified key. A partial key must be entered consecutively from left to right to have a successful inquiry. If no key elements are entered, the first record of the first access agency will be displayed.

Financial amounts are displayed for appropriations, transfers, reversions, restrictions, net appropriations, allotments, expenditures, available allotment balance, and available appropriation balance.

A close date is displayed if the keyed appropriation element was closed to financial processing. The over expend date displays if a transaction exceeding the available allotment balances has been entered as a funds control override. If you enter an invalid function or key element, you will be prompted by a maximum of three error messages displayed at the bottom of the terminal screen.

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Cash Control File Inquiry

Purpose The CASH CONTROL FILE INQUIRY screen provides the ability to obtain summary level information pertaining to an agency's cash status as maintained in the CARS database as of the last edit update.

Accessing Access the CASH CONTROL FILE INQUIRY by entering function '62' on the CARS Master Menu, and depressing the Enter key.

Screen Format

```

ACTL0620                                C A R S - CASH CONTROL FILE INQUIRY                                S620

      ENTER FUNCTION:      (S=START READ,  N=NEXT RECORD,  C=CLEAR,  PF13=MENU)
                           AGY:      FUND:      FFY:
                           OVER EXPEND DATE:
                                   CURRENT MONTH      PRIOR MONTH      PRIOR YEAR

BEGINNING BALANCE:
TRANSFERS:
REVENUE COLLECTIONS:
OTHER COLLECTIONS:
EXPEND DISBURSEMENTS:
OTHER DISBURSEMENTS:
  CASH BALANCE:
WARRANTS IN PROCESS:
  AVAIL CASH BALANCE:
INVESTMENTS:
PETTY CASH:

```

Screen Functions Refer to “Screen Functions.”

Entry Key The CASH CONTROL FILE INQUIRY screen allows you to inquire on information by AGENCY, FUND, and FUNDING FISCAL YEAR, (key elements). To inquire upon the data, enter all of the key elements or only selected key elements. If a partial key element is entered, enter field data on the screen without omission from left to right (left justified).

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Cash Control File Inquiry, Continued

Screen Element Description

Element	Description
Beginning Balance	Balance as of the beginning of the fiscal year.
Transfers	Net amount of transfers in and transfers out.
Revenue Collections	Financial balance that reflects collected revenues.
Other Collections	Financial balances which reflect collections other than revenues.
Expend Disbursements	Reflects the cumulative expenditures recorded.
Other Disbursements	Disbursements other than expenditures.
Cash Balance	Financial balance showing the cash account after adjustments for net Transfers, Revenue Collections, Other Collections, Expenditure and Other Disbursements.
Warrants in Process	Restricted use for Department of Medical Assistance Services.
Available Cash Balance	Cash balance plus the warrant in process amount.
Investments	Amount expended to acquire property or other assets in order to produce revenue. (Not currently used.)
Petty Cash	Amount set aside for agency operating use. (Not currently used.)

The CASH CONTROL FILE INQUIRY screen displays financial information from various accumulators in the Cash Control File for the current month (CM-0), the prior month (CM-1), and the prior year (PY-0). The current month field represents financial amounts from the beginning of the year through the last Input Edit Update. The prior month field represents financial amounts from the beginning of the year through the end of the last month. The prior year field represents financial amounts from the beginning of the prior year through the end of the prior year.

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Cash Control File Inquiry, Continued

Inquiry Procedures

The key elements (see “Entry Key”) are the only fields that can be entered. The remaining elements are for information only and display for the specified key. A partial key must be entered consecutively from left to right to have a successful inquiry. If no key elements are entered, the first record for first access agency displays.

The CASH CONTROL FILE INQUIRY screen displays an informational element for the over expend date. This date displays when a transaction causing available cash to be exceeded is entered with a funds control override.

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Document File Inquiry

Purpose The DOCUMENT FILE INQUIRY screen provides the ability to obtain document level balance as of the last Input Edit Update.

Accessing Access the DOCUMENT FILE INQUIRY screen by entering function '63' on the CARS Master Menu, and depressing the enter key.

Screen Format

```

ACTL0630                                C A R S - DOCUMENT FILE INQUIRY                                S630

      ENTER FUNCTION:      (S=START READ,  N=NEXT RECORD,  C=CLEAR,  PF13=MENU)
            AGY:           DOCUMENT-ID:           FFY:           GLA:
FUND:      PGM:           S-PGM:      ELE:      OBJ:           ORG-LEVELS:
PROJECT:           CLOSE DATE:
VENDOR-ID:           VENDOR NAME:
                        CURRENT MONTH      PRIOR MONTH      PRIOR YEAR

DOCUMENT AMOUNT:
ADJUSTMENT AMOUNT:
LIQUIDATION AMOUNT:
DOCUMENT BALANCE:
PAYMENTS:

```

Screen Functions Refer to “Screen Functions.”

Entry Key The DOCUMENT FILE INQUIRY allows you to inquire upon document detail information by AGENCY, DOCUMENT IDENTIFICATION, FUNDING FISCAL YEAR, and GENERAL LEDGER ACCOUNT (key elements). To inquire upon the data, enter all of the key elements or only selected key elements. If a partial key element is entered, enter field data on the screen without omission from left to right (left justified).

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Document File Inquiry, Continued

Screen Element Description

Element	Description
Vendor ID	Twelve-digit identification of the vendor associated with the particular document.
Vendor Name	Name of the vendor associated with the specific ID.
Document Amount	Financial balance that reflects the original amount of a particular document (i.e., amount of a travel advance, or deposit certificate).
Adjustment Amount	Subsequent increases or decreases in document amount.
Liquidation Amount	Cumulative amount of liquidations that have been posted on the individual record.
Document Balance	Document amount after adjustments and liquidations.
Payments	Cumulative amount of payments that have been made against a document record.

Once the key is entered, the DOCUMENT FILE INQUIRY screen displays financial information from various accumulators in the Document File for the current month (CM-0), the prior month (CM-1), and the prior year (PY-0). The current month field represents financial amounts from the beginning of the year through the last Input Edit Update. The prior month field represents financial amounts from the beginning of the year through the end of the last month. The prior year field represents financial amounts from the beginning of the prior year through the end of the prior year.

Inquiry Procedures

The key elements (See “Entry Key”) are the only fields that can be entered. The remaining elements are for information only and display for the specified key. A partial key must be entered consecutively from left to right to have a successful inquiry. If no key elements are entered, the first record for first access agency displays.

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Vendor Payment File Inquiry

Purpose The VENDOR PAYMENT FILE INQUIRY screen allows the user to inquire upon detailed payment information at the transaction level pertaining to a specific vendor.

Accessing Access the VENDOR PAYMENT DETAIL INQUIRY screen by entering function '65' on the CARS Master Menu, and depressing the Enter key.

Screen Format

ACTL0650	C A R S - VENDOR PAYMENT FILE INQUIRY/SELECTION				S650
ENTER FUNCTION: (S=START READ, N=NEXT RECORD, C=CLEAR, U=UPDATE, PF13=MENU)					
SEARCH TYPE: (1=VENDOR-ID, 2=AGY VOUCHER, 3=VENDOR NAME)					
AGY:	VENDOR-ID:	CUSTOMER ACCOUNT:			
	AGY-VOUCHER:				
	VENDOR-NAME:				
	ADDR1:				
	ADDR2:				
	CITY:	ST:	ZIP:		
TRANS-ID:	STATUS:				
DUE-DATE	CHECK-NO:	CHECK-DATE	BANK:	TYPE:	
INV-DATE:	INV-NO:	INV-DESC:			
TRANSACTION AMOUNT:	EIN/SSN:	1099-IND:			

Screen Functions Refer to "Screen Functions," and below:

U = UPDATE, allows a user with proper security access to update the payment status.

Entry Key The VENDOR PAYMENT FILE INQUIRY/SELECTION screen allows you to determine the Entry key to be used for inquiry based upon a search type.

The search type entered in the financial inquiry transaction for vendor payments instructs the system to perform the inquiry in three different ways:

- Search type 1: Inquire by agency and vendor identification.
- Search type 2: Inquire by agency and agency voucher number.
- Search type 3: Inquire by agency and vendor name.

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Vendor Payment File Inquiry, Continued

Like other financial inquiry functions, you may enter a full or partial key element to initiate an inquiry. Key elements are VENDOR IDENTIFICATION, AGENCY VOUCHER, and VENDOR NAME. Agency number is always required for a partial key element. Additionally, vendor identification, agency voucher number, or vendor name may be entered based upon the search type that you select.

Once the search type and key elements are entered and when the financial inquiry request is initiated, transaction detail pertaining to the specific vendor will be displayed.

Screen Element Description

Element	Description	
AGY	Three-digit identification number indicating the organizational unit of the Commonwealth	
Vendor-ID	Vendor Identification	
Customer Account	Agency's customer account number with the vendor.	
Agy-Voucher	Agency voucher number	
Vendor-Name	Name of vendor associated with the Vendor-ID	
Address 1	First line of the vendor's address	
Address 2	Additional address line if needed	
City/State/Zip	City, state, and zip code related to the vendor address	
Trans-ID	Uniquely identifies transactions input to the system; includes Batch ID, Batch Seq No. and Dup Record Indicator	
Status	A one-digit code and description indicating the status of a payment	
	Value	Definition
	1	AWAITING DUE DATE FOR DISBURSEMENT
	2	WARRANT WRITING IN PROCESS
	3	WARRANT WRITTEN & CHECK # RETURNED
	4	DELETED

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Vendor Payment File Inquiry, Continued

Screen Element Description (continued)

	Value	Definition
	5	MANUALLY SELECTED FOR NEXT CYCLE
	6	MANUAL WARRANT
	7	CDS OFFSET
Element	Description	
Due-Date	Date by which payment must be mailed to the vendor	
Check-No	Check number printed on a check or trace number for EDI payment	
Check-Date	Date of the check	
Bank	Identifies the bank and bank account on which the disbursement was made	
Type	Identifies the type of check used for a disbursement	
Inv-Date	Date of the vendor's invoice; not the due date	
Inv-No	Vendor's invoice number	
Inv-Desc	Description of the item contained on the invoice or other pertinent data	
Transaction Amount	The monetary amount of an input transaction record.	
EIN/SSN	Nine-digit tax identification associated with the payment	
1099-IND	A one-digit field used by agencies participating in the 1099 reporting program to denote transactions as 1099 reportable.	

Inquiry Procedures

The key elements (see "Entry Key,") are the only fields that can be entered. The selected Search Type determines the required key elements.

Search Type	Action
1 = Vendor-ID	Enter agency and vendor identification.
2 = Agy-Voucher	Enter agency and voucher number.
3 = Vendor-Name	Enter agency and vendor name.

To change the status of a payment, enter a "U" in the function field. (DOA Personnel Only.) The status of a payment is the only field that can be updated. Valid values are:

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Vendor Payment File Inquiry, Continued

Value	Definition
1	AWAITING DUE DATE FOR DISBURSEMENT
2	WARRANT WRITING IN PROCESS
3	WARRANT WRITTEN & CHECK # RETURNED
4	DELETED
5	MANUALLY SELECTED FOR NEXT CYCLE
6	MANUAL WARRANT
7	CDS OFFSET

When you enter valid combinations of function, search type, and key elements, the system responds by retrieving all data elements associated with the key elements.

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Vendor Payment Display

Purpose The VENDOR PAYMENTS DISPLAY screen allows the user to inquire upon multiple disbursement transactions.

Accessing Access the VENDOR PAYMENT DISPLAY screen by pressing Function **66** on the CARS Master Menu, and depressing the Enter key.

Screen Format

ACTL0660	C A R S - VENDOR PAYMENTS DISPLAY				S660
ENTER FUNCTION:		(S=START READ, N=NEXT RECORD, C=CLEAR, PF13=MENU)			
SEARCH TYPE:		(1=VENDOR-ID, 2=AGY-VOUCHER, 3=VENDOR-NAME)			
AGY:	VENDOR-ID/SFX:	AGY-VOUCHER	VENDOR-NAME		
STATUS	CHECK-ID	DUE-DATE:	CHECK-DATE	INV-NO	AMOUNT

Screen Functions Refer to “Screen Functions.”

Entry Key The VENDOR PAYMENTS DISPLAY screen allows you to determine the data elements to be used for inquiry based upon a search type.

The search type entered in the financial inquiry transaction instructs the system to perform the inquiry in three different ways.

- Search type 1: Inquire by agency and vendor identification.
- Search type 2: Inquire by agency and agency voucher number.
- Search type 3: Inquire by agency and vendor name.

Consistent with other financial inquiry functions, you may enter a full or partial key element to initiate an inquiry. Key elements are VENDOR IDENTIFICATION, AGENCY VOUCHER, and VENDOR NAME. Agency number is always required for a partial key element. Additionally, vendor identification, agency voucher number or vendor name may be entered based upon the search type that is selected.

Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO.	70245
Function No. 70200 —CARS	TOPIC	FINANCIAL INQUIRY
	DATE	September 1999

Vendor Payment Display, Continued

Screen Element Description

Element	Description																
AGY	Three-digit identification number indicating the organizational unit of the Commonwealth																
Vendor-ID	Ten-digit data element assigned to a particular vendor																
Agy-Voucher	Eight-digit data element used by the batching agency to associate transactions with a source document																
Vendor-Name	Name of vendor associated with Vendor-ID																
Status	One-digit code indicating the status of a payment. Valid values are:																
	<table> <tr> <th>Value</th><th>Definition</th></tr> <tr> <td>1</td><td>AWAITING DUE DATE FOR DISBURSEMENT</td></tr> <tr> <td>2</td><td>WARRANT WRITING IN PROCESS</td></tr> <tr> <td>3</td><td>WARRANT WRITTEN & CHECK # RETURNED</td></tr> <tr> <td>4</td><td>DELETED</td></tr> <tr> <td>5</td><td>MANUALLY SELECTED FOR NEXT CYCLE</td></tr> <tr> <td>6</td><td>MANUAL WARRANT</td></tr> <tr> <td>7</td><td>CDS OFFSET</td></tr> </table>	Value	Definition	1	AWAITING DUE DATE FOR DISBURSEMENT	2	WARRANT WRITING IN PROCESS	3	WARRANT WRITTEN & CHECK # RETURNED	4	DELETED	5	MANUALLY SELECTED FOR NEXT CYCLE	6	MANUAL WARRANT	7	CDS OFFSET
Value	Definition																
1	AWAITING DUE DATE FOR DISBURSEMENT																
2	WARRANT WRITING IN PROCESS																
3	WARRANT WRITTEN & CHECK # RETURNED																
4	DELETED																
5	MANUALLY SELECTED FOR NEXT CYCLE																
6	MANUAL WARRANT																
7	CDS OFFSET																
Check-ID	Group of data elements consisting of Bank code, Check Type, and Check Number used for disbursement transactions																
Due-Date	Date by which payment must be mailed to the vendor																
Check-Date	Date of a disbursement check																
Inv-No	Vendor's invoice number																
Amount	Element indicating the monetary amount of an input transaction record																

Inquiry Procedures

The key elements (see "Entry Key,") are the only fields that can be entered. The Selected Search Type determines the required key elements.

Search Type	Actions
1 = Vendor-ID	Enter agency and vendor identification.
2 = Agy-Voucher	Enter agency and voucher number.
3 = Vendor-Name	Enter agency and vendor name.



Continued on next page

Volume No. 3 – Automated System Applications	TOPIC NO. 70245
Function No. 70200 —CARS	TOPIC FINANCIAL INQUIRY
	DATE September 1999

Vendor Payment Display, Continued

When you have entered valid combinations of function, search type, and key elements, the system responds by retrieving all data elements associated with the key elements.

Contacts

DOA Contact Manager, General Accounting
 (804) 225-2244
 gacct@doa.virginia.gov
